

Retention and Classification Report

Agency: Davis County (Utah). Personnel Office (260)

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Records Officer Yvonne Christensen

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AGENCY: Davis County (Utah). Personnel Office

SERIES: 27780

1

TITLE: Active personnel files

DATES: 1954-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are the official employment files for all Davis County employees and usually include the original employment application; correspondence; credential files; copies of transcripts; Code of Conduct agreements; letters of commendation; pay and leave history; work performance, performance plans and evaluations; copies of any documents affecting the employee's conduct, status, and salary; training certificates and evaluation forms; Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee-signed overtime agreements; personnel actions; corrective action plans; notices of disciplinary action; new employee orientation form checklists, letters of appreciation/commendation; separation and leave without pay records; garnishments; employee benefits notification forms for Public Employee Health Plan (PEHP) and Utah Retirement Services (URS); references; and training certifications or preparations. These files also apply to temporary employees and exempt-status employees performance appraisal. These files contain the complete work history of an individual (excluding medical/psychological information), while employed by the county.

RETENTION:

Retain 1 year after date of separation

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after date of separation and

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27780

TITLE: Active personnel files

(continued)

then weed, move to "Terminated Personnel Files," & film.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UGA 63-G-302(1)(f) (2008)

SECONDARY CLASSIFICATION(S):

Public. UGA 63-G-301(1)(b) (2008)

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27784

1

TITLE: Adverse action files

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are case files and related records created in reviewing an adverse action (i.e., disciplinary or non-disciplinary separation, suspension without pay, or reduction in force) against the employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal of records.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until case is closed and then destroy.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27784

TITLE: Adverse action files

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27781

3

TITLE: Insurance policy files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are insurance policy contracts between the county and private insurers.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 10, Item 2.

AUTHORIZED: 09/20/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years after expiration of policy or settlement of all claims and then destroy.

APPRAISAL:

Fiscal

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27781

TITLE: Insurance policy files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Personnel Office

SERIES: 25112

3

TITLE: Liability claims risk management files

DATES: 1992-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These are liability claims for and against the County. They include legal documents, photos, accident reports, statements, and insurance reports, involved in the investigation and settlement of claims.

RETENTION:

Retain 20 years after case closed.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 10, Item 4.

AUTHORIZED: 08/11/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 20 years and then destroy.

Microfilm duplicate: Retain in Office for 20 years and then destroy.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 25112

TITLE: Liability claims risk management files

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (23)

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27782

3

TITLE: Loss control inspection reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Each year a county agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain 12 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 10, Item 5.

AUTHORIZED: 09/20/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 12 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27782

TITLE: Loss control inspection reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UGA 63-G-304(23) (2008)

AGENCY: Davis County (Utah). Personnel Office

SERIES: 7615

3

TITLE: Terminated personnel files

DATES: 1953-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are created to meet the retention schedules of pertinent records created for Active Personnel Files when an employee's status is changed to inactive. These records are used for long-term reference for retirement, re-hires, etc. Records contain personnel history records. Files may also include application, discipline letters, performance appraisals, etc. The Active Personnel Files are purged one year after an employee's termination and records which are not pertinent are removed and destroyed. Medical records are integrated into the files. Files are then microfilmed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 7615

TITLE: Terminated personnel files

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Legal

This retention is based upon the State of Utah's General Records
Retention Schedule.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-302(1)(f) (2008)

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27783

3

TITLE: Terminated personnel files

DATES: 1954-

ARRANGEMENT:

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records are created to meet the retention schedules of pertinent records created for Active Personnel Files when an employee's status is changed to inactive. These records are used for long-term reference for retirement, re-hires, etc. Records contain personnel history records. Files may also include application, discipline letters, performance appraisals, etc. The Active Personnel Files are purged one year after an employee's termination and records which are not pertinent are removed and destroyed. Medical records are integrated into the files. Files are then microfilmed.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 09/23/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after the date of employment or until 3 yrs after retirement/death, whichever is earlier.

Microfilm master: Retain in Office for 65 years after the date of employment or until 3 yrs after retirement/death, whichever is earlier.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27783

TITLE: Terminated personnel files

(continued)

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private UGA 63-G-302(1)(f) (2008)

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27734

1

TITLE: Volunteer background files

DATES: 2005-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created to verify that a volunteer is not a risk to patrons participating in Davis County programs, such as the senior services, children in library, etc. These records include the name, address, Social Security number, phone number, birth date, drivers license number, and fingerprints. Records may also include a criminal history.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after termination and then destroy.

APPRAISAL:

Administrative Legal

UCA 78B-4-103 provides that an entity is not liable for the acts or omissions of volunteers unless the entity knew or should have known of the volunteer's unfitness to provide the services.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27734

TITLE: Volunteer background files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27838

3

TITLE: Wellness program health risk assessment (HRA) files

DATES: 1999-

ARRANGEMENT: alphabetical by name thereunder by year

ANNUAL ACCUMULATION:

DESCRIPTION:

By participating in this program Davis County is able to reduce insurance costs, by encouraging better health for employees.

The purpose of these records are to make employees aware of their health and any risk factors.

These records contain employee's name, home address, home and work phone, birth date , height, weight, blood pressure, blood work, use of tobacco and/or alcohol, etc. These files may also include follow up in attendance to classes, return doctor visits, etc.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 22.

AUTHORIZED: 12/08/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27838

TITLE: Wellness program health risk assessment (HRA) files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27837

3

TITLE: Wellness program participation files

DATES: 1999-

ARRANGEMENT: alphabetical by name thereunder by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records track participation in the Wellness Program by employees and rewards those who are actively working at improving and maintaining a good quality of health and lifestyle.

These records are used to track participation in the Wellness Program of employees to determine eligibility for rewards.

These records contain the employee's name, department, business phone, their activity level, what activities they participated in, the various challenges: Project Zero, Hoops for Health, biking challenge, 5K challenge, nutrition Bingo, etc. Preventative care form can also be attached: mammogram, colonoscopy, physical, etc.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 1.

AUTHORIZED: 12/09/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 27837

TITLE: Wellness program participation files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304

AGENCY: Davis County (Utah). Personnel Office

SERIES: 21983

1

TITLE: Workers compensation claim records

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 21983

TITLE: Workers compensation claim records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Personnel Office

SERIES: 7617

3

TITLE: Year end payroll ledgers

DATES: 1972-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These annual ledgers list payroll amounts at the end of the calendar year. Ledgers list employee's name, department, ID number, gross pay, net pay, all payroll deductions and benefits by pay period for the year. They are created from information obtained from payroll registers.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

AGENCY: Davis County (Utah). Personnel Office

SERIES: 7617

TITLE: Year end payroll ledgers

(continued)

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(b) (2008)